

RESIDENTIAL PERMIT CHECKLIST

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| Intake Initials Date | | Map & Tax Lot: _____ and/or Address: _____ | | Permit #: | |
| N/A NEED OK | | PLAN REVIEW REQUIREMENTS | | Bethel School District Yes No | |
| <input type="checkbox"/> | | <input type="checkbox"/> 2 complete sets of plans photocopy or blueprint (no pencil, ink, highlighting, or white out) | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Quickstarts: 3 sets of plans <input type="checkbox"/> Signed Agreement <input type="checkbox"/> Architect/Engineer letter <input type="checkbox"/> Erosion approval <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> Fire review not required <input type="checkbox"/> Land Use code standard or tree protection provisions do not apply <input type="checkbox"/> | | | |
| Yes No | | EROSION REQUIREMENTS | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> In sensitive area AND one the following: 500 sq. ft. <input type="checkbox"/> or 20 cu yards disturbance <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> OR Disturbing one acre or more regardless of sensitive area | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> W.Q. Zone Application (template) to customer: Yes <input type="checkbox"/> Application submitted, permit #: _____ | | | |
| N/A NEED OK | | LAND USE/ZONING OK for intake: LUA: _____ Date: _____ | | Route to LUA: Yes No | |
| <input type="checkbox"/> | | <input type="checkbox"/> Zoning: _____ Land Use application: File # _____ | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> UT: Yes <input type="checkbox"/> No <input type="checkbox"/> Annexation needed: Yes <input type="checkbox"/> No <input type="checkbox"/> Willamette Greenway: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Flag lot: Yes <input type="checkbox"/> No <input type="checkbox"/> (If yes, setback requirements: _____) | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Trees: Lot > 20,000 sq. ft.: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, trees shown <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> Private trees, # removed/impacted: _____ If > 5: applicant advised to submit tree preservation plan: Yes <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> Public trees removed/impacted: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, applicant notified to contact Urban Forester: Yes <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Utilities for new construction (9.6775): Yes <input type="checkbox"/> No <input type="checkbox"/> Overhead <input type="checkbox"/> Underground <input type="checkbox"/> None <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Outdoor lighting fixtures (9.6725): Yes <input type="checkbox"/> No <input type="checkbox"/> Signature: On plans <input type="checkbox"/> Attached <input type="checkbox"/> To come <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Solar setbacks: Documentation <input type="checkbox"/> Exempt: <75' N/S PL <input type="checkbox"/> <4000 sf lot <input type="checkbox"/> Slope <input type="checkbox"/> N PL at St. <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Home occupation (office/studio/exam rooms?): Yes <input type="checkbox"/> No <input type="checkbox"/> (Call LUA if yes) | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> EWEB (Check for overhead lines) | | | |
| Notes: | | | | | |
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| If sent away LUA initials _____ Date: _____ | | | | | |
| N/A NEED OK | | SITE PLAN REQUIREMENTS | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Site plan printed on a minimum size 11" x 17" paper with a minimum of 2" clear space | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Property lines with dimensions <input type="checkbox"/> North Arrow <input type="checkbox"/> Scale <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Adjacent streets & alleys <input type="checkbox"/> Street, curb & gutter: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> None <input type="checkbox"/> Altered <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Site elevations at lot corners <input type="checkbox"/> Flat per applicant <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> Site contours at 2' increments if >4' change across property <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Structures with setbacks: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> (label each type; if non-conforming page LUA) | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Is property vacant? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, sq. ft. of any building being demolished: _____ | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Building footprint on site plan must match construction plans (no mirror image drawings accepted) | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Location of known fills: Yes <input type="checkbox"/> (location shown) No <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Soil: shrink swell/potential: None <input type="checkbox"/> M/H <input type="checkbox"/> Applicant informed <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Driveway approach: Existing <input type="checkbox"/> Proposed <input type="checkbox"/> None <input type="checkbox"/> Altered <input type="checkbox"/> (page PWE) | | | |
| | | <input type="checkbox"/> Width in front yard setback > 27' Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Sidewalks: Existing <input type="checkbox"/> Curbside <input type="checkbox"/> Setback <input type="checkbox"/> Proposed <input type="checkbox"/> None proposed <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Other construction in right-of-way such as retaining walls, elevated walks, or drives: Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Wastewater: City connection <input type="checkbox"/> Septic (location shown on plans) <input type="checkbox"/> | | | |
| <input type="checkbox"/> | | <input type="checkbox"/> Fire flow test required (if over 3600 sq. ft.) Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |
| | | <input type="checkbox"/> If yes, applicant advised Yes <input type="checkbox"/> Sq. Ft. per RLID: _____ | | | |
| Notes: | | | | | |
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| If sent away PWE initials _____ Date: _____ | | | | | |

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| N/A NEED OK | <input type="checkbox"/> STORMWATER MANAGEMENT |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Destination shown on site plan: Weep-hole <input type="checkbox"/> Public storm pipe <input type="checkbox"/> Drainage ditch <input type="checkbox"/> On-site retention <input type="checkbox"/> Destination is: New <input type="checkbox"/> or Existing <input type="checkbox"/> |
| Notes: | |
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| If sent away PWE initials _____ Date: _____ | |
| N/A NEED OK | <input type="checkbox"/> STRUCTURAL, ELECTRICAL, MECHANICAL, & PLUMBING |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Elevation views w/grade elevations if they vary more than 4' |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Floor plans: dimensions <input type="checkbox"/> room identification <input type="checkbox"/> doors & windows, w/sizes. <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Framing: floor <input type="checkbox"/> mfg joist <input type="checkbox"/> roof <input type="checkbox"/> mfg truss <input type="checkbox"/> header sizes <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Foundation plan <input type="checkbox"/> Cross section footing and foundation dimensions, anchor bolts, hold-downs, etc <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Cross sections w/details(including framing member sizes; floor/roof sheathing; insulation/foundation) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Exterior Wall Requirements information sheet to applicant. Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Wall bracing: prescriptive path <input type="checkbox"/> lateral analysis calculations <input type="checkbox"/> interior wall bracing <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Basement and retaining wall detail <input type="checkbox"/> calculations if retaining wall over 4' <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Beam calculations for beam & joists exceeding prescriptive code requirements or laminated beams. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Detailing from analysis or calculations referenced in plans. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Energy: additional measures _____ (1-9) Info on plans <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Plumbing: # of new or moved fixtures _____ (remodels and additions only) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Gas piping: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Vents / Fans: Water heater (gas) <input type="checkbox"/> Range hood <input type="checkbox"/> Dryer <input type="checkbox"/> Bathroom fans _____ Utility room fans _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | New fuel burning appliances: Gas furnace <input type="checkbox"/> Gas fireplace <input type="checkbox"/> Pellet stove <input type="checkbox"/> Woodstove <input type="checkbox"/> Gas insert <input type="checkbox"/> Pellet / Woodstove insert <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Other equipment – electrical: Electric furnace <input type="checkbox"/> Heat pump <input type="checkbox"/> Air Conditioner <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Other heat system: Wall heaters <input type="checkbox"/> Baseboard <input type="checkbox"/> Radiant floor electric <input type="checkbox"/> Radiant floor hydronic <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Alteration to existing HVAC system: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Should Temp Electric be included in this permit? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Electric: Panel or feeder new or relocated _____ Branch circuits new or altered _____ Electric to be pulled on separate permit by electrical contractor <input type="checkbox"/> |
| Notes: | |
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| If sent away Residential Plans Examiner initials _____ Date: _____ | |
| N/A NEED OK | <input type="checkbox"/> SAP's (Same as plans.) |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Revisions to plans: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, changes should be bubbled & dated. |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Mirror image plans: Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Attachments: truss engineering <input type="checkbox"/> wall bracing <input type="checkbox"/> |
| Notes: | |
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